The Contester User Manual

Updated version! 1.2

This manual is supported on version 1.2 of the Contester.

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In case of questions or bugs regarding this particular software, please send me a email to henrique@mouta.org with details of your bug and/or with your question.

Summary

Summary of this manual

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What is Contester?

This software is a **simple yet powerful** contest manager. The basic usage of this software consists in **two parts**: the first part, where are **thousands of codes** (user can tell the Contester how many codes he/she wants) and **the participant will generate** one of the codes. He will be able to **submit** from one to three codes, depending on what the administrator configured. Once the code is submitted, it can be **selected for the next phase**, and if so, the participant will receive an email informing that he is one of the selected participants to the next phase. But if the code is not selected, the user **may** submit another code (again: it depends of the settings), or may be able to win a **consolation prize**.

Regarding the consolation prizes, it is **one single prize that will be offered to 1 to 10 participants** or just to everybody. One example is, I want to offer every single participant, an exclusive discount coupon to my online store, so I can activate the consolation prize and give the Contester this information.

The first phase is now explained. The **second phase** starts when the administrator **close the submissions** on the **control panel**, as you can see later on this manual. Since then, **no one is able to submit any more code**, and the administrator is now able to do **the final draw** of the contest. When the draw is being done, the system will select **from 1 to 10 winners**, depending on what administrator defined when created the contest, using **a random algorithm**, and also will select **who gets the consolation prize**.

That's it, the basic usage of this software. If you have any doubt regarding the usage or some more technically issue, contact me to henrique@mouta.org and I'll reply to you as soon as possible.

Installation

The installation of this software is very easy and understandable. Instead of writing boring and long text, we have provided a short video that will describe all the steps for install this software. You can watch it on YouTube on http://youtu.be/ugVqH4qMAf8.

If you have any problem installing your Contester software, contact me to henrique@mouta.org and I'll reply to you as soon as possible.

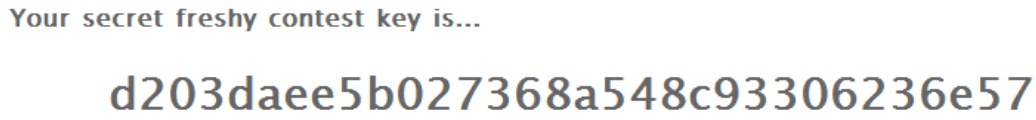
The Basic Usage of Contester

In this section we will describe the basic usage of Contester software, explaining all its features. First, we will start with the front-end and then we will go to the back-end, following the menu order.

But first, let's explain some basics!

The Basics

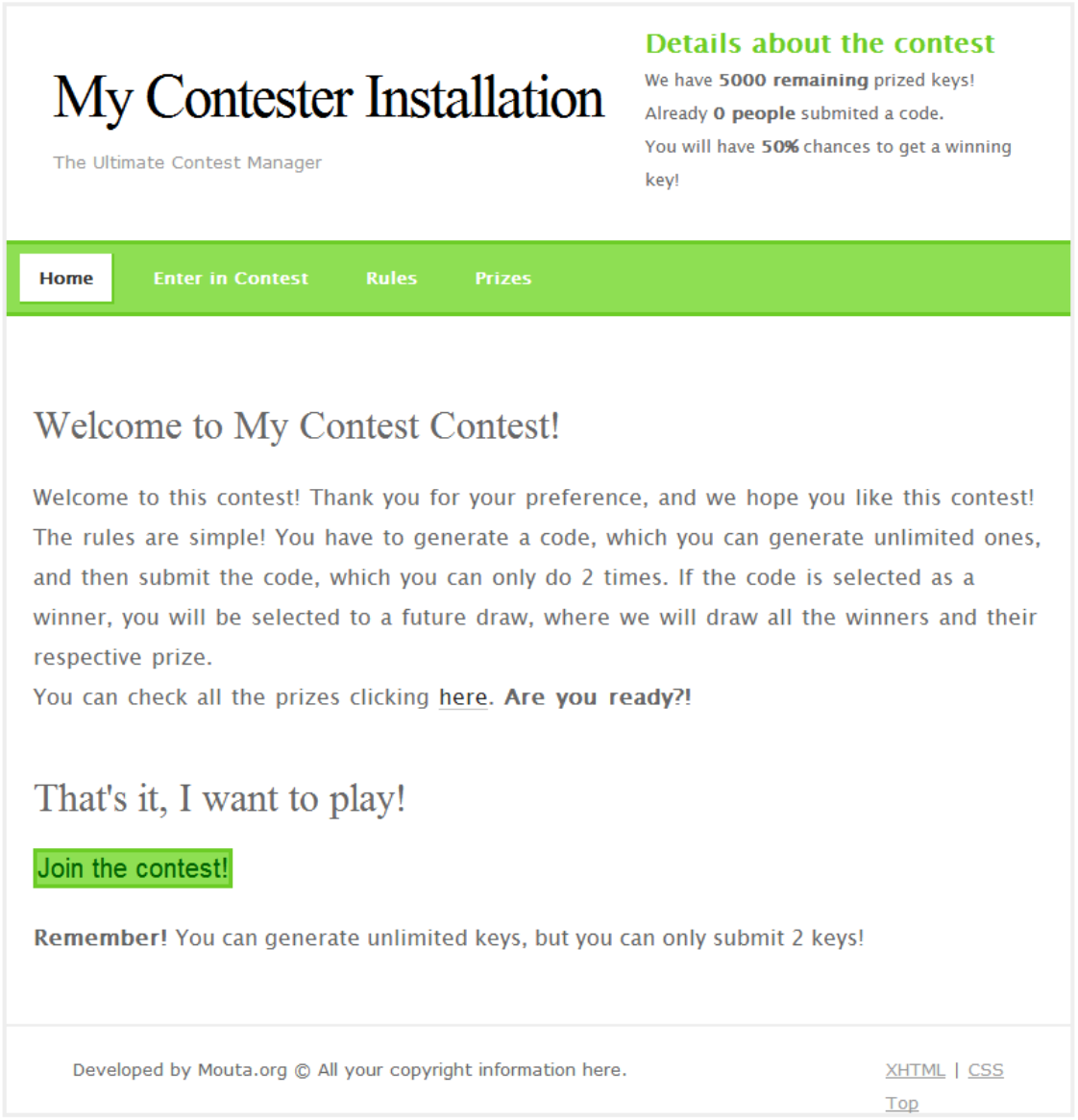
What's a Key?



A key consists on an md5 hash, generated using a secret random algorithm. The keys are store on Database, and have two statuses: If they are already reclaimed and if they are selected. Using you backend, you can check every detail of a particular key on the Contest Control Panel.

The Front-End

The front-end have a very simple design, which tries to offer the best intuitive interface to the participant.

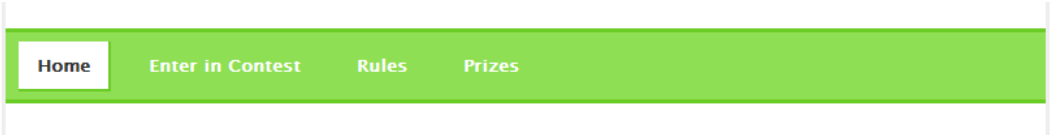

My Contester Installation
The Ultimate Contest Manager
Details about the contest
We have 5000 remaining prized keys!
Already 0 people submited a code.
You will have 50% chances to get a winning key!
Home
Enter in Contest
Rules
Prizes
Welcome to My Contest Contest!
Welcome to this contest! Thank you for your preference, and we hope you like this contest! The rules are simple! You have to generate a code, which you can generate unlimited ones, and then submit the code, which you can only do 2 times. If the code is selected as a winner, you will be selected to a future draw, where we will draw all the winners and their respective prize.
You can check all the prizes clicking here. Are you ready?!
That's it, I want to play!
Join the contest!
Remember! You can generate unlimited keys, but you can only submit 2 keys!
Developed by Mouta.org © All your copyright information here.
XHTML | CSS
Top

This is how the public main page of the Contester looks like.

You can easily edit this page, by going to your FTP client and edit the *start.php* file. The entire file is well documented and you will quickly understand how to edit this file.

Creating and managing your online contest was never been so cool and easy. With contest manager you can do a draw and configure every detail of your contest.

The contest consists in two phases: the first phase where the user submits a code and can be selected to the next phase, and the draw phase, where all the selected codes are draw.



This is the menu. You have four items:

- The Home, that is your front page;
- The Enter in Contest, where the user can press to enter the contest (it goes exactly to the same place as when you click in the “Join the contest!” bottom on the front page (See image above);
- The Rules, where the rules of the contest are. To **edit this page** is very simple. You have to login in the backend and go to the Pages Manager. From there, you are able to edit this page.
- The Prizes, where you can check the current prizes, a picture, and a description of it. Regarding the prizes configuration, we will talk about that later.

When the draw is done, there is also another menu item:

- The Podium, where you can check who won and in which place each person stayed.

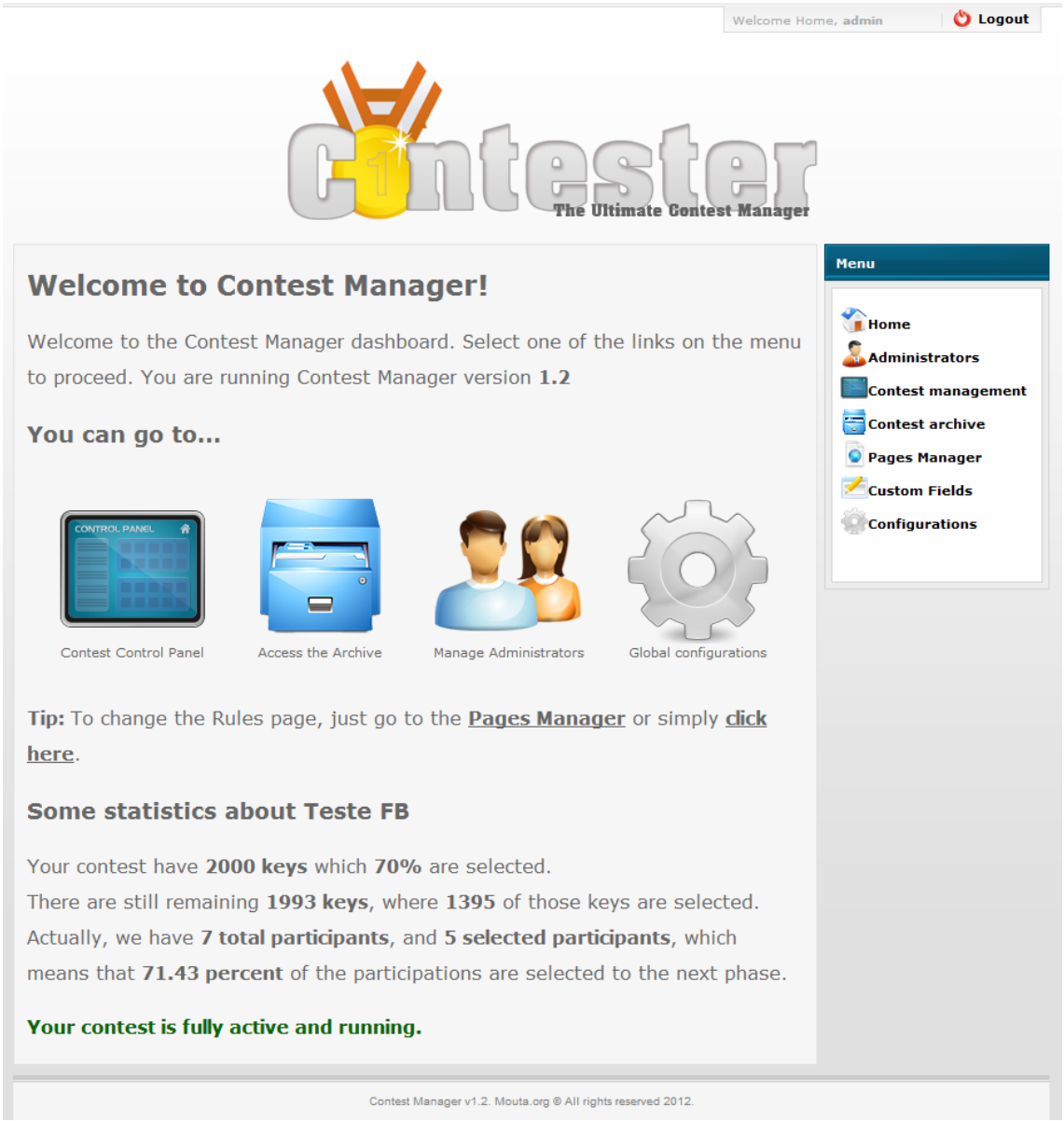
The rest of the frontend is very intuitive, and don’t need any explanation. If you want to change the text of the “Enter in

Contest" you should edit *play.php* but be careful, the code is well documented but it is a little bit complex.

If you have **Facebook Integration** activated, user may need to connect with his Facebook account before submit a code. You decide if it's mandatory or not. You can read about this later on this document.

The Back-End

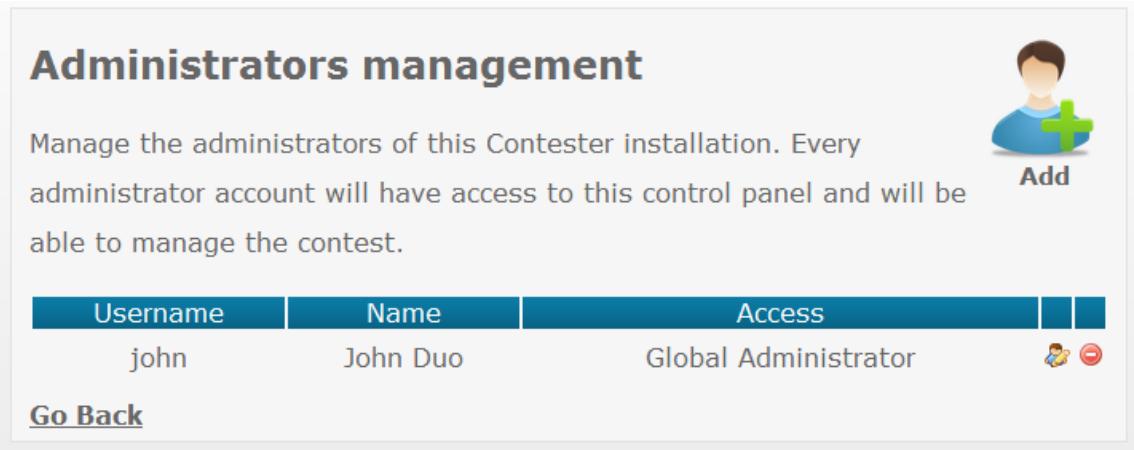
We are now going to review the Back-end functions. The following image is the main dashboard, and it's what you see when you login in /admin backend.


Welcome Home, admin
Logout
Contester
The Ultimate Contest Manager
Welcome to Contest Manager!
Welcome to the Contest Manager dashboard. Select one of the links on the menu to proceed. You are running Contest Manager version 1.2
You can go to...
Contest Control Panel
Access the Archive
Manage Administrators
Global configurations
Tip: To change the Rules page, just go to the Pages Manager or simply click here.
Some statistics about Teste FB
Your contest have 2000 keys which 70% are selected.
There are still remaining 1993 keys, where 1395 of those keys are selected.
Actually, we have 7 total participants, and 5 selected participants, which means that 71.43 percent of the participations are selected to the next phase.
Your contest is fully active and running.
Menu
Home
Administrators
Contest management
Contest archive
Pages Manager
Custom Fields
Configurations
Contest Manager v1.2. Mouta.org © All rights reserved 2012.

In this page you have some shortcuts, statistics and a fast tip. On the left side you have the navigation menu, and you can manage everything using this functions. We will see about each one of that functions later on this manual.

Administrators Management

When you need to manage your administrators you can use this panel to easy manage everyone that has access to your backend.



Clicking on the big 'Add' icon will open the add administrator page, where you must fill the form to add a new administrator.

Clicking on the small buttons on the right of the table, you can edit or remove that particular administrator. Remember that you are unable to remove the first administrator.

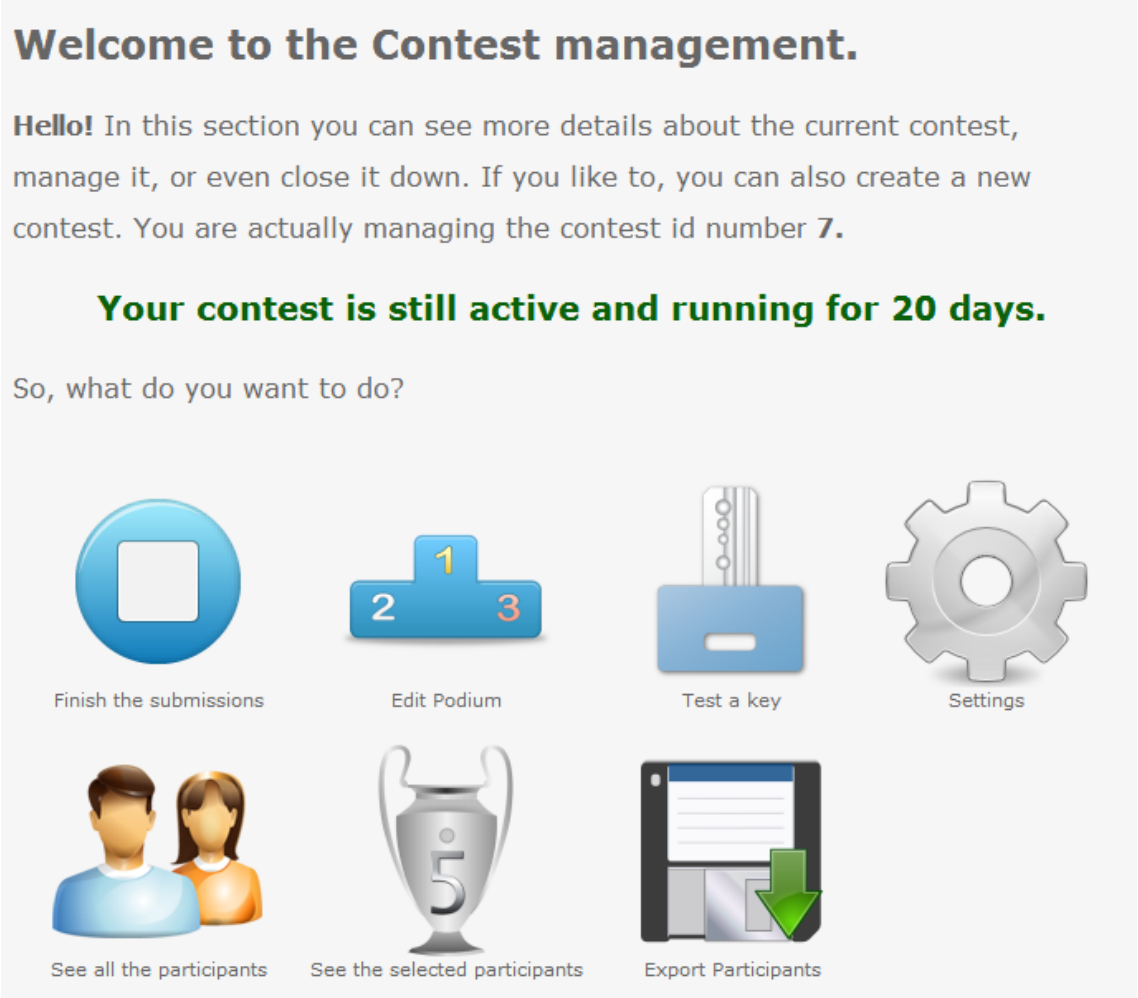
Now let's talk about the administrators' access. There are three access levels:

- Global Administrator – It has access to **everything**, yet cannot delete the default administrator neither change its password.
- Sub-Administrator – It can do everything except:
  - Manage the administrators
  - Manage the website pages
  - Change the global configurations.
- Contest Manager – It can only manage the current contest, but can't change the contest's settings.

Currently (at version 1.0) these access conditions are not fully implemented, but the version 1.1 will be released as soon as possible with this fix.

Contest management (CCPanel)

This is the main function of the whole Contester. The CCPanel – Contest Control Panel, also known as Contest management, it where you can manage every detail of your contest. It has a bold, colored and big text line that will resume the status of your contest. If the contest is active it will be green, if it's been finished, the text will be red.


Welcome to the Contest management.
Hello! In this section you can see more details about the current contest, manage it, or even close it down. If you like to, you can also create a new contest. You are actually managing the contest id number 7.
Your contest is still active and running for 20 days.
So, what do you want to do?
Finish the submissions
Edit Podium
Test a key
Settings
See all the participants
See the selected participants
Export Participants

You have six icons, that may vary depending on contest status (activated or not).

The first icon is the **finish submission** function. On this page you can finish the submissions, and get your contest ready to the final draw. Once you finish the submissions you can't reopen it. And if you try to finish the submissions without having enough participants (the number of participants are less than the number of podium places) you will get an error.

The **podium** module is obviously. You can edit the podium places. Each podium place has a Name, a description and a picture that you can upload. This data is accessible by the public on the frontend of the script. Once the submissions are finish, you cannot edit the podium places anymore.

On the **test key** section, you can submit a key and get all the details regarding that particular key. A key's chart will appear, telling you if the key is selected, if has been claimed yet, and by who.

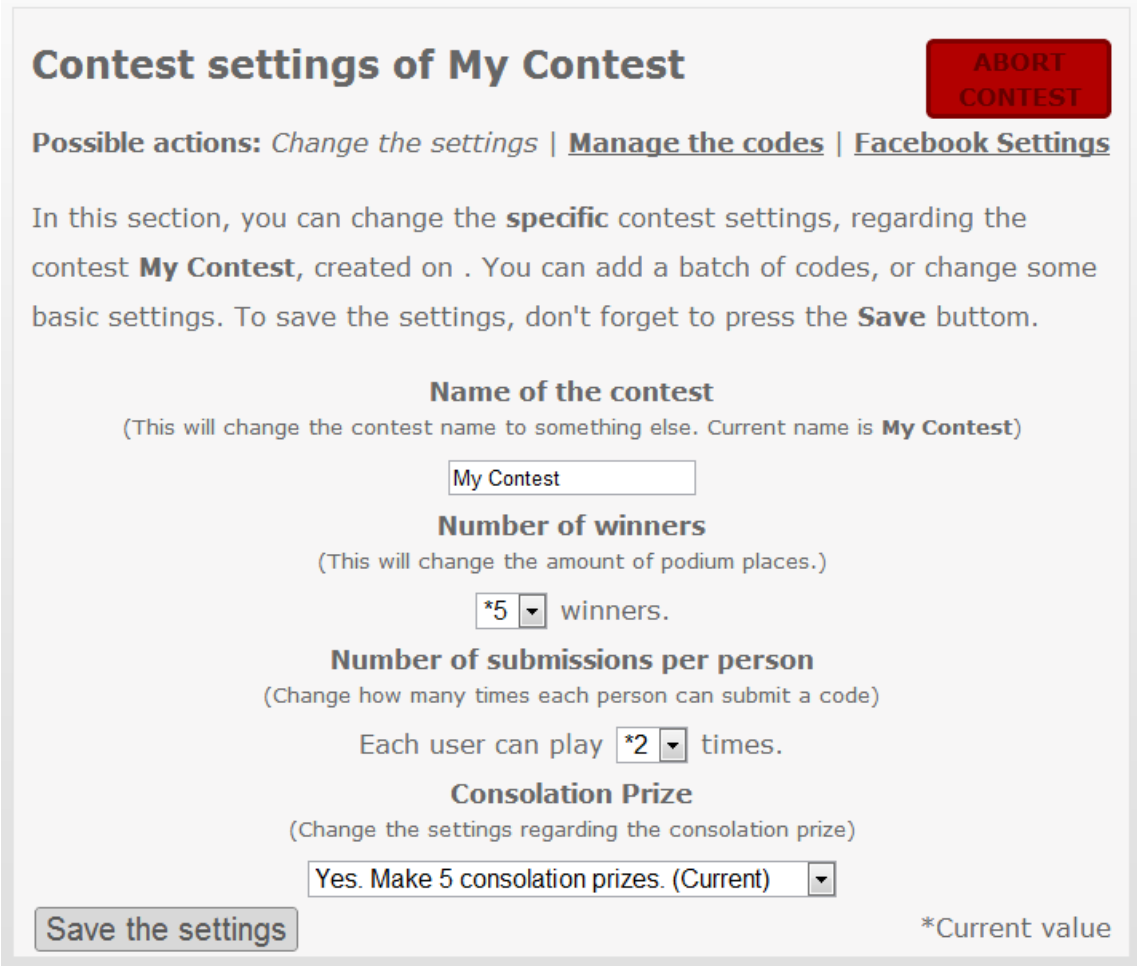
In the **see all participants** module, you have access to all the participants list, and check every individual detail of each participant, with information like the submitted key, if has been selected, IP, etc…

The **see all the selected participants** section is almost like the above section, but instead of displaying all the participants, it will just display the selected ones.

In this section you can access the **Exportation** section. You can export the participants in three ways: You can export all the participants, export only the selected ones or even export only the podium winners.

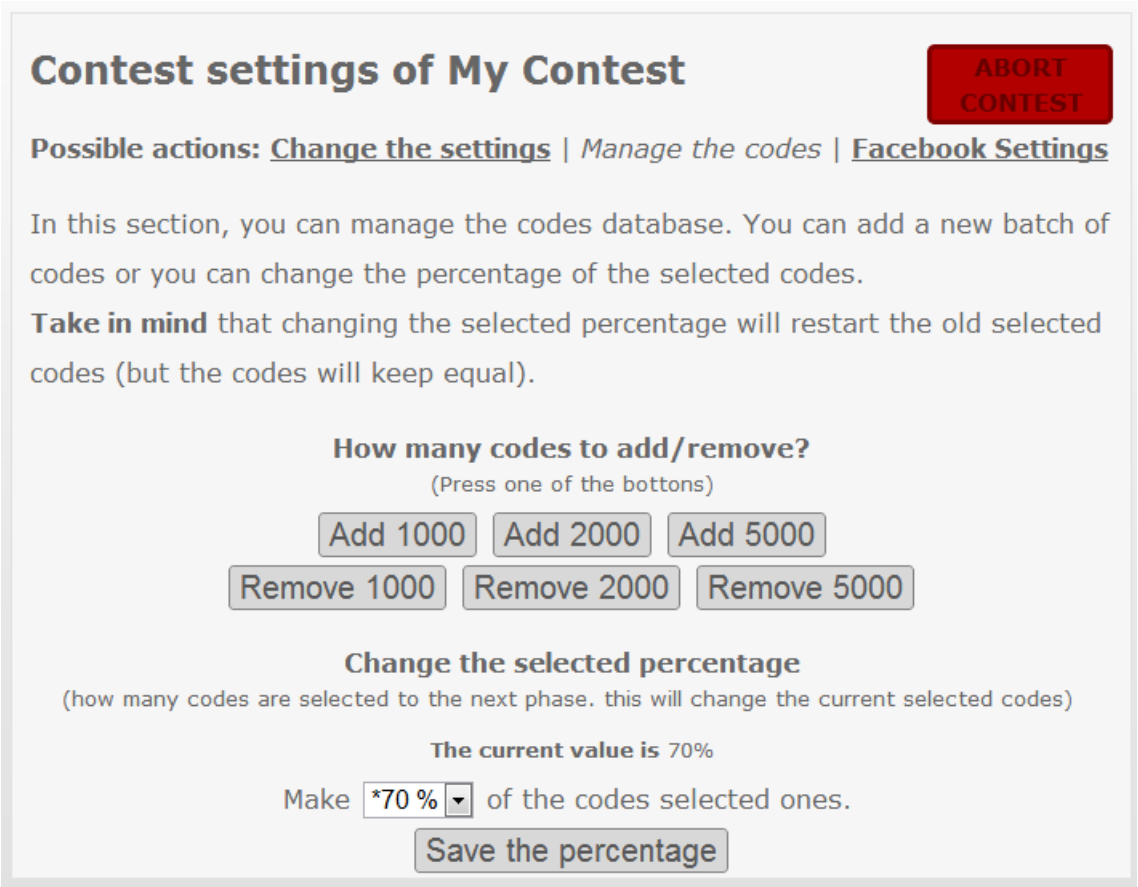
This icon takes you to the **Settings,** where you can change the settings of this particular contest. You can edit the name of the contest, the maximum submissions per participant, the amount of keys, etc.

This section is divided in two parts: the global contest settings, and the codes settings.


Contest settings of My Contest
ABORT CONTEST
Possible actions: Change the settings | Manage the codes | Facebook Settings
In this section, you can change the specific contest settings, regarding the contest My Contest, created on . You can add a batch of codes, or change some basic settings. To save the settings, don't forget to press the Save buttom.
Name of the contest
(This will change the contest name to something else. Current name is My Contest)
My Contest
Number of winners
(This will change the amount of podium places.)
*5 winners.
Number of submissions per person
(Change how many times each person can submit a code)
Each user can play *2 times.
Consolation Prize
(Change the settings regarding the consolation prize)
Yes. Make 5 consolation prizes. (Current)
Save the settings
*Current value

This is the main settings page. The red button should only be used in “emergency” case and will abort the contest. **It’s not recommended to abort a running contest**, instead, just abort that contest that you created wrong. Remember that the aborted contests will not show on the archive.

Changing the *number of winners* settings, will also change the number of podium places.


Contest settings of My Contest
ABORT CONTEST
Possible actions: Change the settings | Manage the codes | Facebook Settings
In this section, you can manage the codes database. You can add a new batch of codes or you can change the percentage of the selected codes.
Take in mind that changing the selected percentage will restart the old selected codes (but the codes will keep equal).
How many codes to add/remove?
(Press one of the bottons)
Add 1000
Add 2000
Add 5000
Remove 1000
Remove 2000
Remove 5000
Change the selected percentage
(how many codes are selected to the next phase. this will change the current selected codes)
The current value is 70%
Make *70 % of the codes selected ones.
Save the percentage

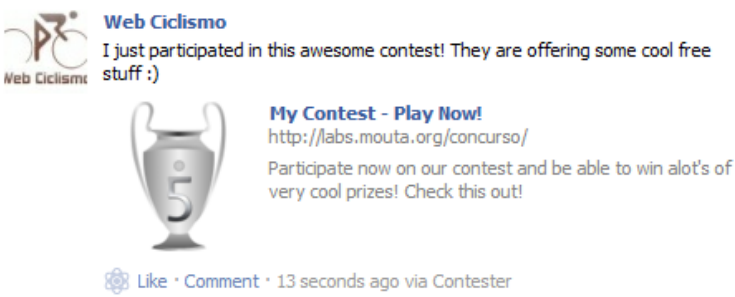
This is the codes settings window. You can add a batch of codes, and you can change the percentage of selected codes. Attention that changing the percentage of selected codes will reset all the codes selected status, but will keep the codes the same.

When you go to the **Facebook Settings** you can change the settings regarding that particular contest. To be able to change

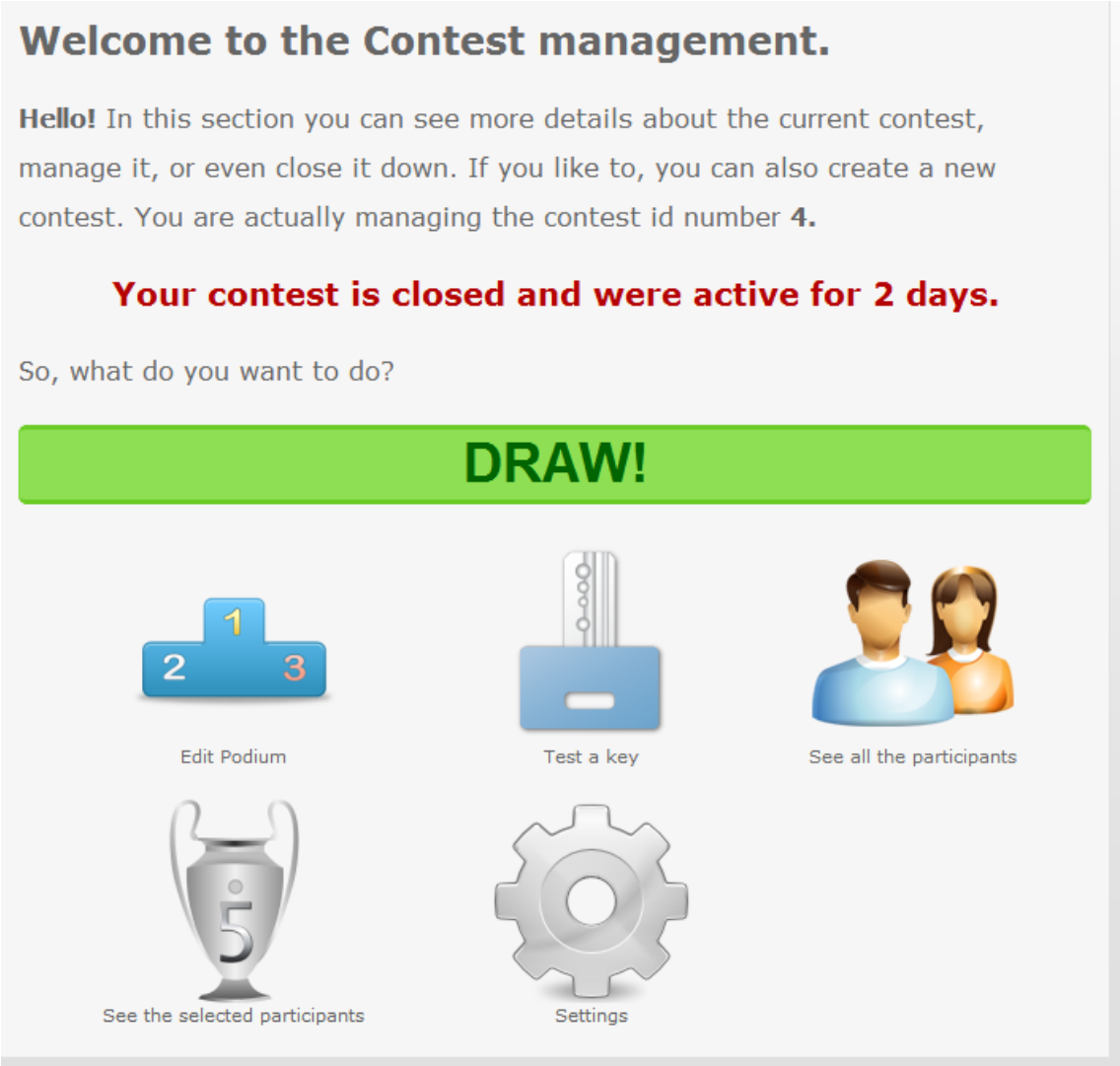
those settings, you must activate the **Facebook Integration.** You will learn how to do this later on this manual.

Contest settings of My Contest
ABORT CONTEST
Possible actions: Change the settings | Manage the codes | Facebook Settings
In this section you can edit the settings regarding the facebook integration. If you don't have the facebook active, you should active and configure it first.
Facebook Integration Active on This Contest?
(Activate or deactivate the Facebook Integration (on this contest))
Facebook Integration is active!
It's mandatory to submit a code with Facebook?
(If not, users can bypass the facebook login; if so, non-facebook users cannot play)
It's NOT mandatory to submit with Facebook
Facebook Wall Post Title
(The title that goes with Wall Post)
My Contest - Play Now!
Facebook Wall Post text
(The text that user will write on his Wall)
I just participated in this awesome contest! They are offerir
Facebook Wall Post Description
(The description of the post on the Wall)
Participate now on our contest and be able to win alot's of
Facebook Wall Post Image
(The Image URL to the wall post)
http://labs.mouta.org/concurso/admin/images/winner-128.p
Save the configurations!

When a user submits a code, Contester will publish this on Wall:


Web Ciclismo
I just participated in this awesome contest! They are offering some cool free stuff :)
My Contest - Play Now!
http://labs.mouta.org/concurso/
Participate now on our contest and be able to win alot's of very cool prizes! Check this out!
Like · Comment · 13 seconds ago via Contester

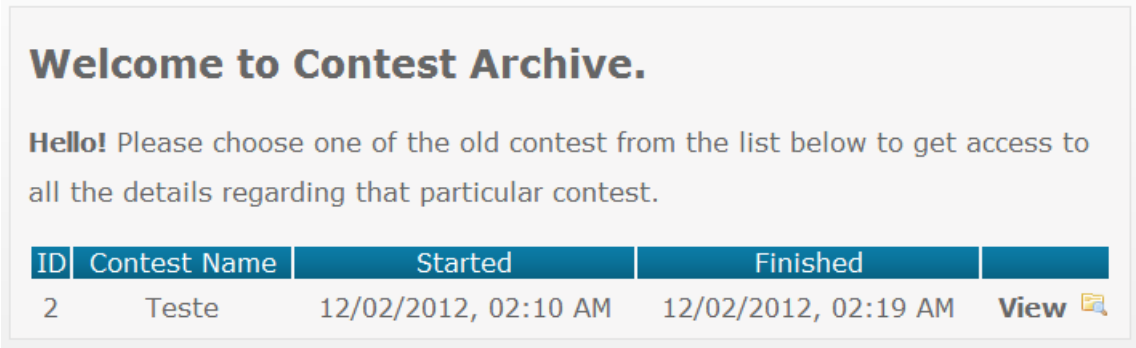
When you close your contest, your control panel will change to this:


Welcome to the Contest management.
Hello! In this section you can see more details about the current contest, manage it, or even close it down. If you like to, you can also create a new contest. You are actually managing the contest id number 4.
Your contest is closed and were active for 2 days.
So, what do you want to do?
DRAW!
Edit Podium
Test a key
See all the participants
See the selected participants
Settings

Later on, we will see how to draw the contest.

Contest Archive

In this section, you can check the old contests you generated.



You will have a list of contests, and once you press View, you can get an interface where you can check some basic details regarding that contest and some statistics.

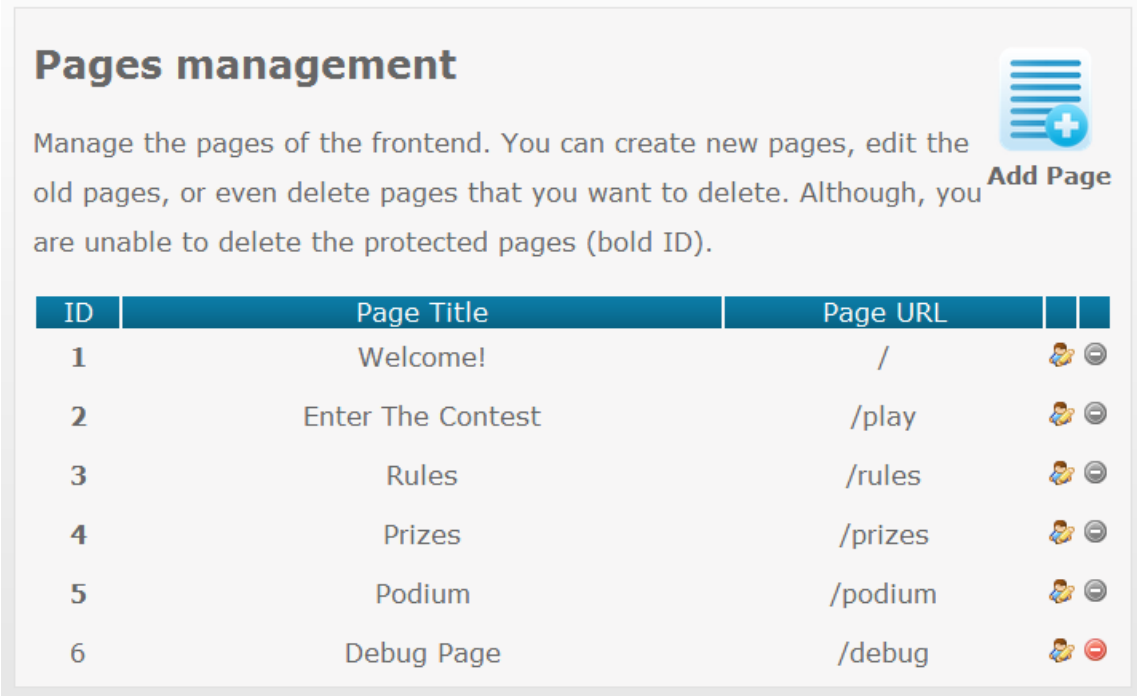
Archive of The Ultimate Contest
Hello! Welcome to the archive of The Ultimate Contest contest with ID 4. Your contest had 10000 keys which 70% were selected. There were more 9991 keys to play.
This contest had 9 total participants, and 6 selected participants, which means that 66.67 percent of the participations were selected to the next phase.
Your contest was active for 3 days.
What do you want to check?
See the Podium
See all the participants
See the selected participants
Export Participants
See the settings

Each of these functions doesn't need any more explanation.

Pages management – CMS

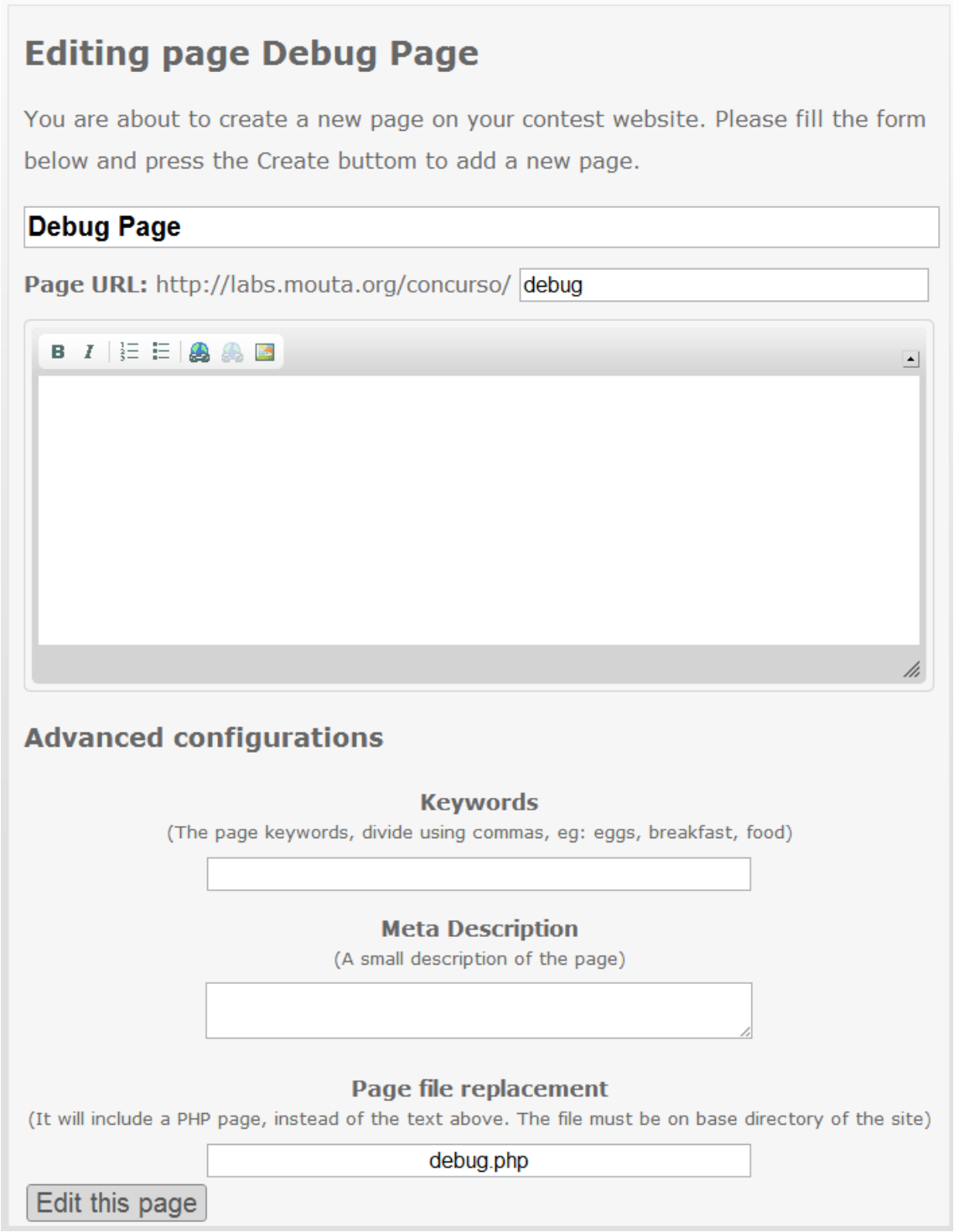
This is a section where you can manage the pages of the frontend. In this section, you can edit the rules page, and make it fit as you like.

You can see on the image below the basic interface of this module. In the coming version, a menu manager will be included to an even easier management.



The first 5 pages are protected against deletion and some crucial editions, like the page URL, and the php file that should be included.

Above, you can see the edition/add interface with a brief explanation.


Editing page Debug Page
You are about to create a new page on your contest website. Please fill the form below and press the Create buttom to add a new page.
Debug Page
Page URL: http://labs.mouta.org/concurso/ debug
Advanced configurations
Keywords
(The page keywords, divide using commas, eg: eggs, breakfast, food)
Meta Description
(A small description of the page)
Page file replacement
(It will include a PHP page, instead of the text above. The file must be on base directory of the site)
debug.php
Edit this page

The first field it's the page name, you should write something. Below there is the page URL, and it has to be unique and you can't change it on the protected pages.

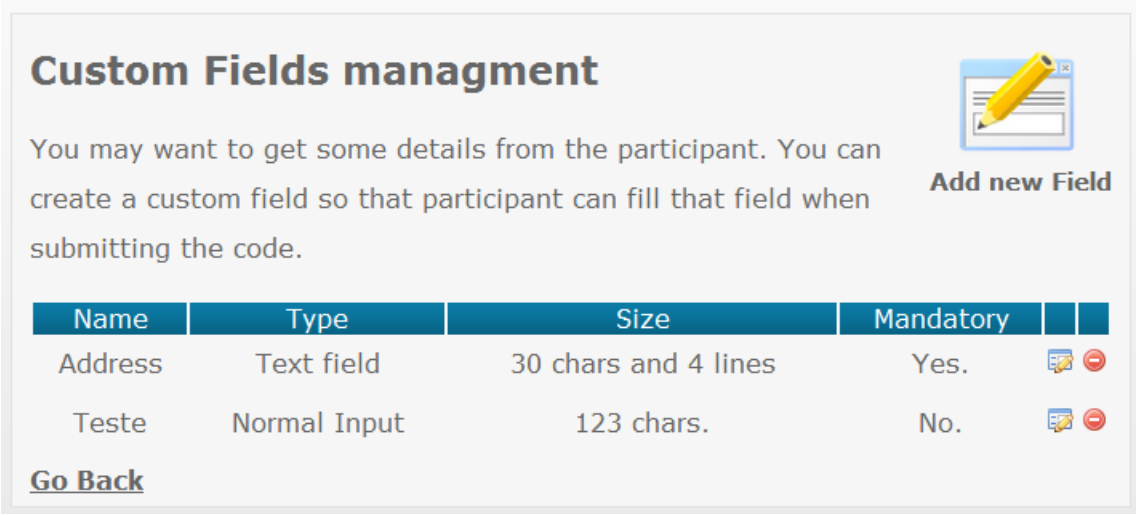
The following space is where the text goes. This area is ignored if the "Page file replacement" field is filled with a valid php file.

On the keywords and meta description you can write some SEO details, like the keywords of this page and it's description.

Finally, in the Page file replacement, you can write a file name of a php file (that must be on the installation directory of the Contester), that will be the page content (title and text will be replaced by this).

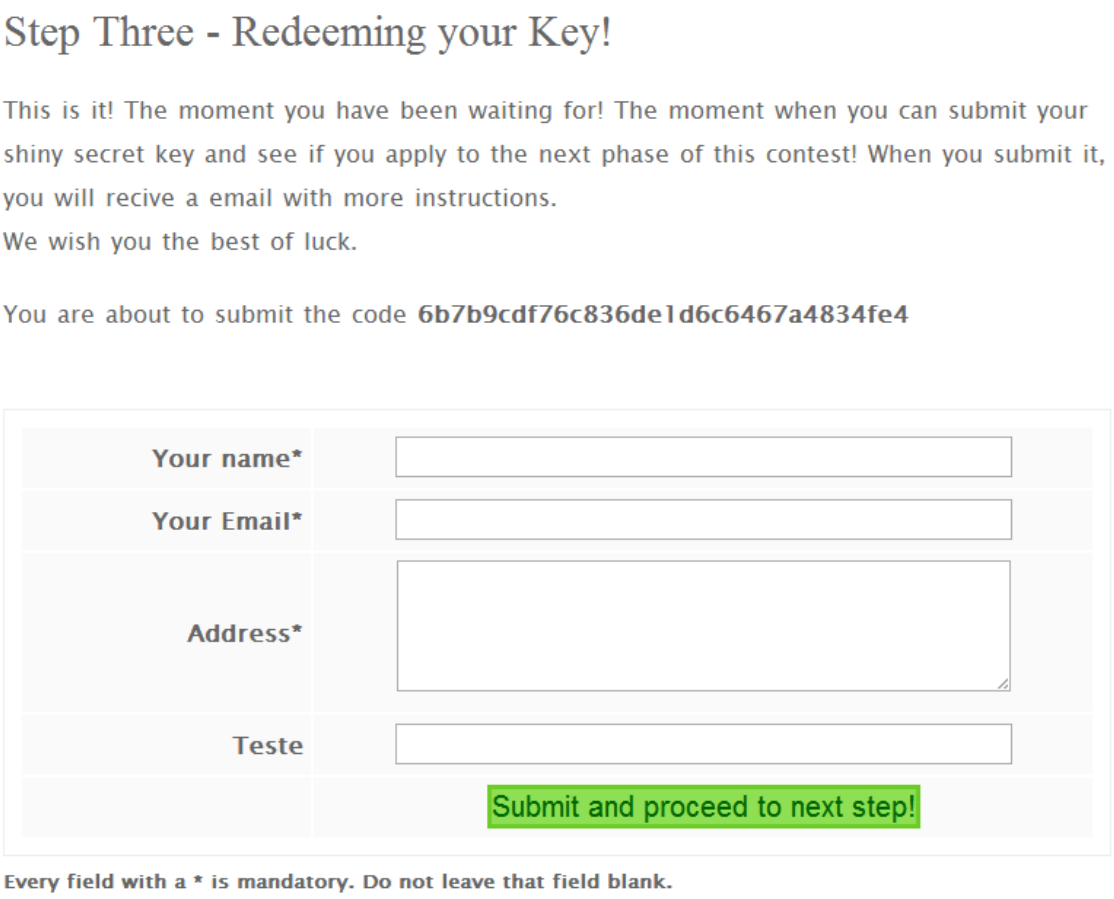
Custom Fields

In the version 1.2+ you can now create custom fields that you want to user's to fill. Click on the **Custom Fields** link on the menu to get on the custom fields manager.



By default, there is not any custom field created. Those fields are just for testing purposes. To add a new field you can create on **Add new Field** icon, on the top right corner, and fill the form.

When the participant submits a code, he will see the custom fields as you can see in the image below.


Step Three - Redeeming your Key!
This is it! The moment you have been waiting for! The moment when you can submit your shiny secret key and see if you apply to the next phase of this contest! When you submit it, you will recive a email with more instructions.
We wish you the best of luck.
You are about to submit the code 6b7b9cdf76c836de1d6c6467a4834fe4
Your name*
Your Email*
Address*
Teste
Submit and proceed to next step!
Every field with a * is mandatory. Do not leave that field blank.

The Global Settings

The global settings page, which you can see it on the next page, it's where you can change settings regarding ALL the Contester installation.

You can change the installation URL, the global email – the email from where the emails are sent and for where participants will be able to send emails, and some front-end settings, like the page title and the page description (as seen on header). Finally, you can disable the "Details" header module, if you don't want to have your users knowing the current contest statistics.

You can also enable here the **Facebook Integration**. In this page, you can change the Global settings regarding the facebook integration.

Global settings of the Contester 1.2

Possible actions: *Global Settings* | **Email Settings** | **Facebook Settings**

In this section, you are able to change the **global configurations** of this Contester installation. Each of this configuration will be **independent** of the current contest that you might be running. To save the settings, you must press the **Save** buttom.

Save the configurations!

General configurations

This configurations are about this particullar Contester instalation, and will afect the behave of this software.

Contester full website
(This will be the URL that the Contester will be running on.
DON'T CHANGE THIS UNLESS YOU KNOW WHAT YOU ARE DOING)
http://labs.mouta.org/concurso/

Global e-mail
(Email from where users will recive the emails, and where they can send you e-mails)
geral@webciclismo.com

Frontend configurations

This configurations are about some details that are visible by your visitor. This will mainly affect the frontend of this software.

Website Title
(The text that will appear on the header of the frontend)
My Contester Installation

Website description
(The description that will appear on the header of the frontend)
The Ultimate Contest Manager

Show "Details" module on header?
(Define if you want to show the Details Module on the header of frontend)
Show the module

Save the configurations!

Clicking on the Email Settings on the top, you are able to edit all the emails that the Contester Software will send to each participant. This also applies to the Facebook Settings. Clicking on it, you can change settings regarding the Facebook.

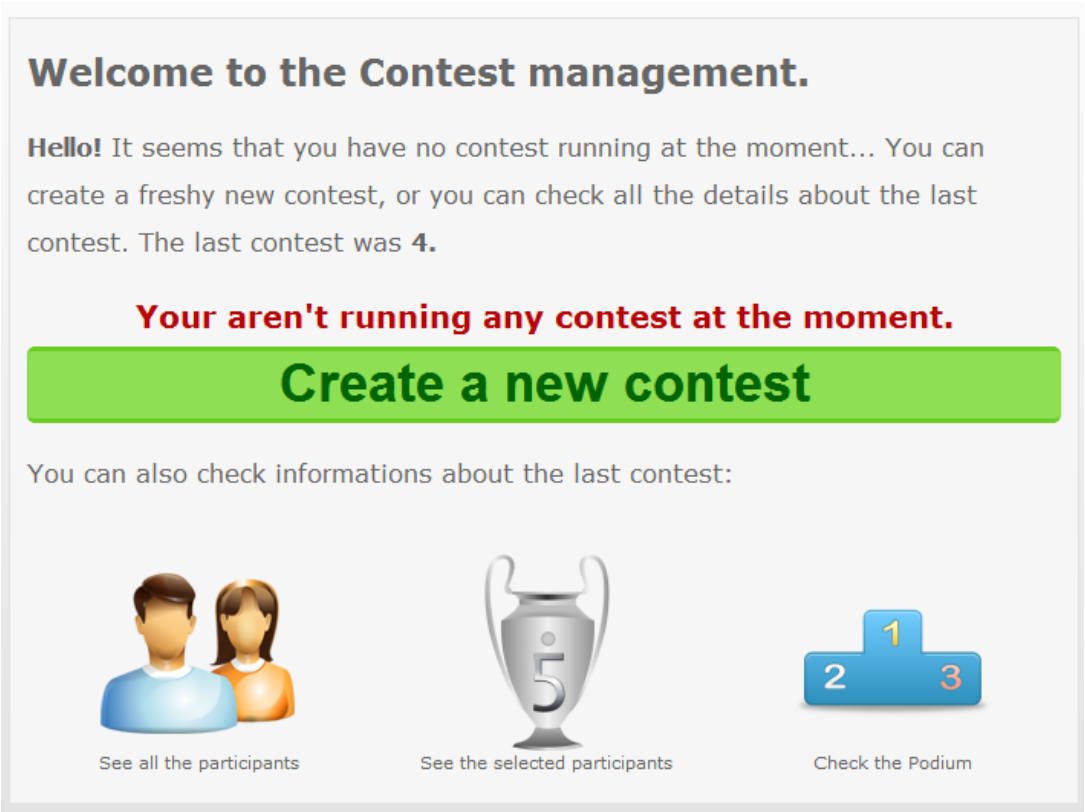
How To…

In this section of the manual, I will teach you how to do some things with this software.

… Make a new Contest

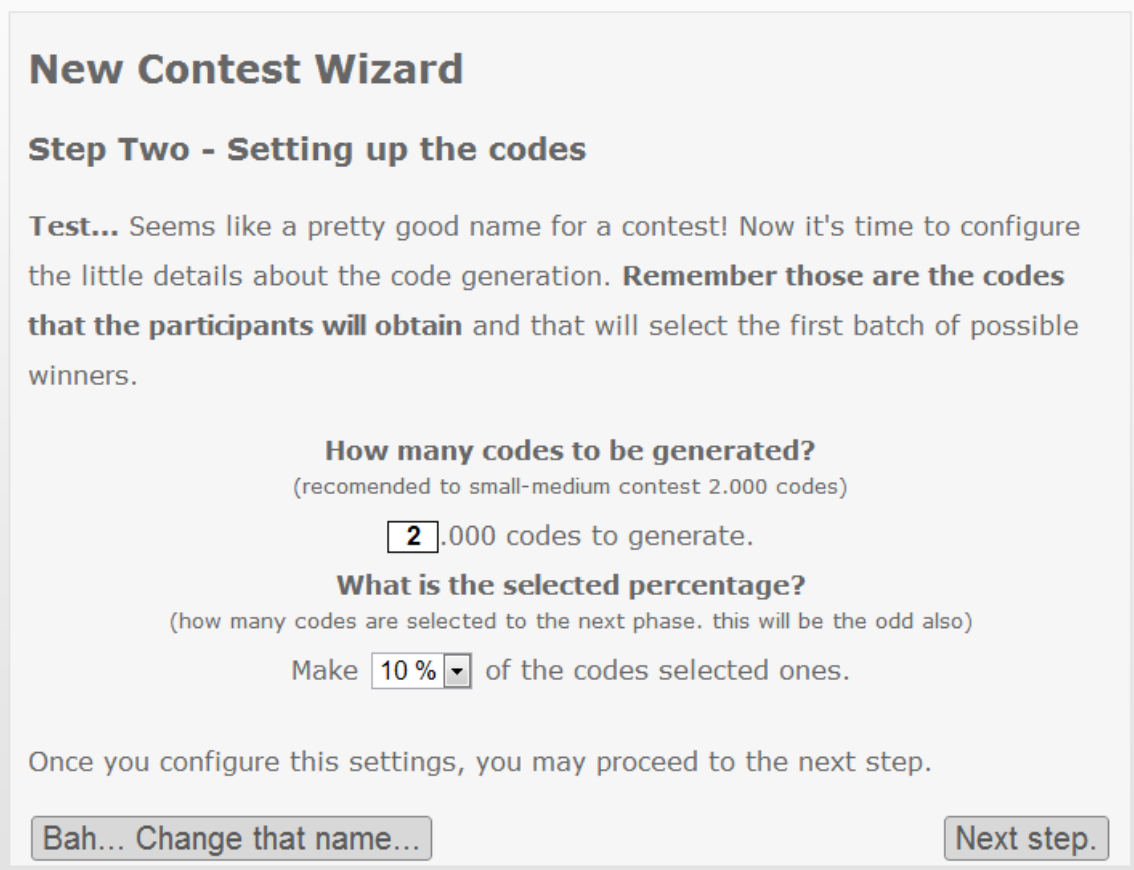
To create a new contest, you can't be running any other contest. If you want to force close your contest, check above how to abort a contest.

Once you have any contest enabled, go to the contest control panel, and you will see the following options:

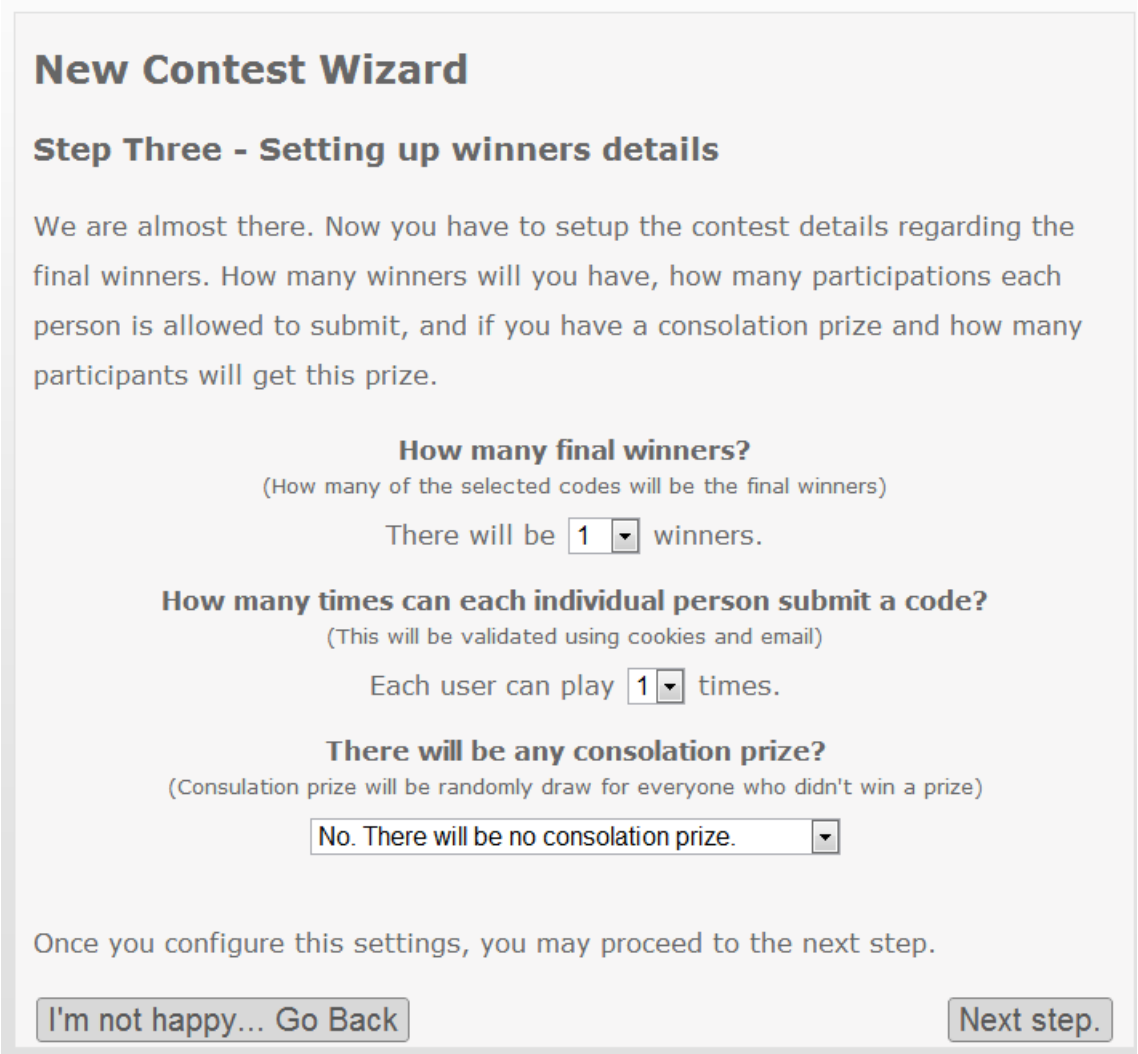

Welcome to the Contest management.
Hello! It seems that you have no contest running at the moment... You can create a freshy new contest, or you can check all the details about the last contest. The last contest was 4.
Your aren't running any contest at the moment.
Create a new contest
You can also check informations about the last contest:
See all the participants
See the selected participants
Check the Podium

To create a new contest, press on the big green button. You will be taken to a wizard to create your contest.

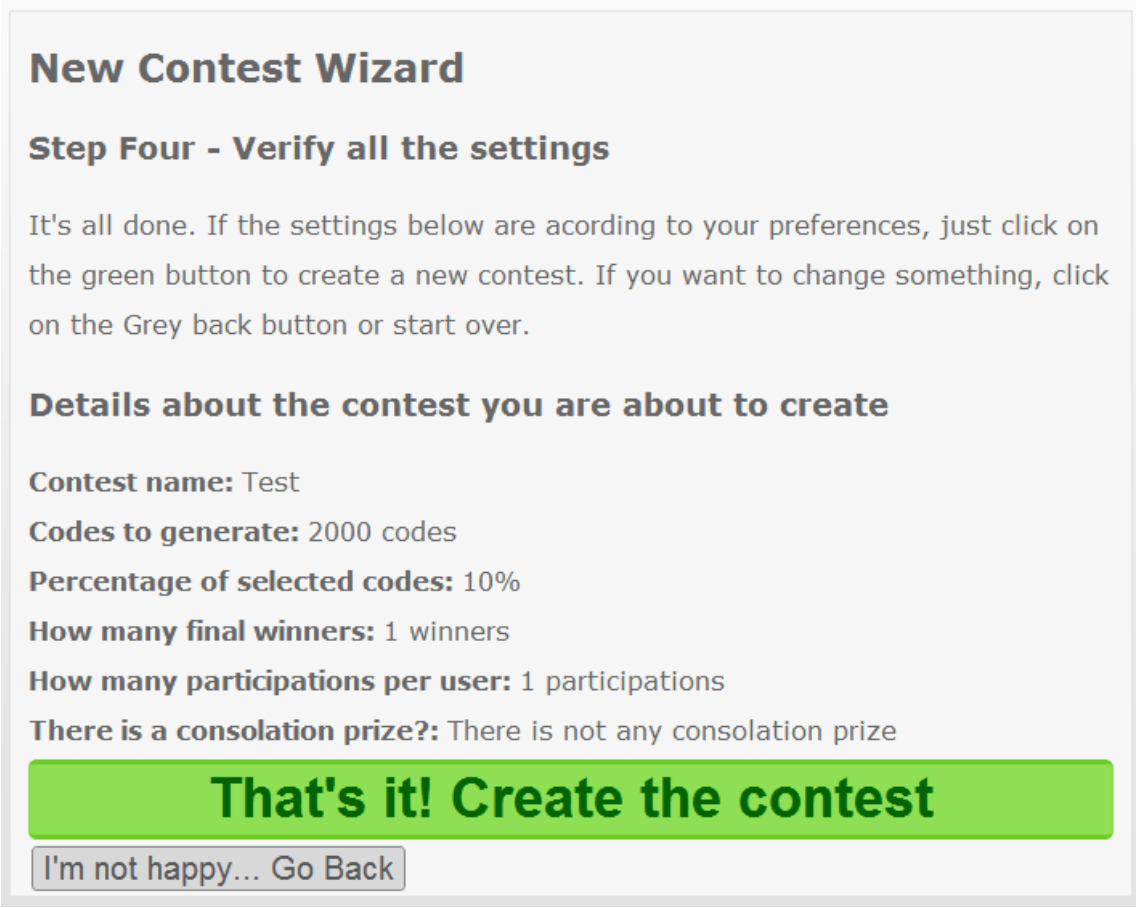
On first step you have to choose a contest name. Once you do that, press Next.


New Contest Wizard
Step Two - Setting up the codes
Test... Seems like a pretty good name for a contest! Now it's time to configure the little details about the code generation. Remember those are the codes that the participants will obtain and that will select the first batch of possible winners.
How many codes to be generated?
(recomended to small-medium contest 2.000 codes)
2 .000 codes to generate.
What is the selected percentage?
(how many codes are selected to the next phase. this will be the odd also)
Make 10 % of the codes selected ones.
Once you configure this settings, you may proceed to the next step.
Bah... Change that name...
Next step.

On the step two, you will configure the code generator settings. You can choose how many codes you want to generate (we recommend from 2.000 to 99.000 depending on audience size), and the selected winner percentage. This percentage is the amount of codes that will select the users to the next phase, the Draw phase. This will be the odd of getting selected. Once you are ready, press Next.


New Contest Wizard
Step Three - Setting up winners details
We are almost there. Now you have to setup the contest details regarding the final winners. How many winners will you have, how many participations each person is allowed to submit, and if you have a consolation prize and how many participants will get this prize.
How many final winners?
(How many of the selected codes will be the final winners)
There will be 1 winners.
How many times can each individual person submit a code?
(This will be validated using cookies and email)
Each user can play 1 times.
There will be any consolation prize?
(Consulation prize will be randomly draw for everyone who didn't win a prize)
No. There will be no consolation prize.
Once you configure this settings, you may proceed to the next step.
I'm not happy... Go Back
Next step.

On step three, you can configure other contest settings. How many places there will be on the podium (the amount of final winners) and how many times each participant can submit a code. You can also set here how many consolation prizes you want to attribute. Once you are done, press next to go to the final step.


New Contest Wizard
Step Four - Verify all the settings
It's all done. If the settings below are acording to your preferences, just click on the green button to create a new contest. If you want to change something, click on the Grey back button or start over.
Details about the contest you are about to create
Contest name: Test
Codes to generate: 2000 codes
Percentage of selected codes: 10%
How many final winners: 1 winners
How many participations per user: 1 participations
There is a consolation prize?: There is not any consolation prize
That's it! Create the contest
I'm not happy... Go Back

This is the final step. Check if everything is like you want, and press the big green button. Once you press it, the contest generation can take a while to generate (50.000 codes can take about 30 seconds or more to generate). Please stand by, and do not stop the loading.

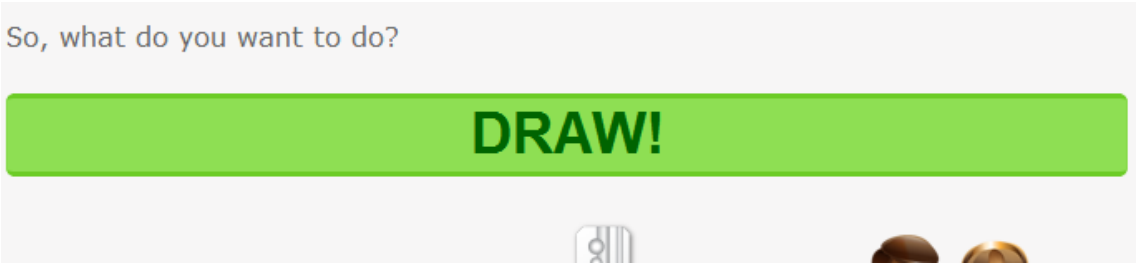
That's it! Your fresh brand new contest is now created!

… Draw a Contest

To draw a contest you must finish it. To finish your contest, go to the **Contest management** section, and press the finish icon.

As I said earlier, to finish the contest you must have at least as many participants as podium places.

Once you finish the contest, get back to the Contest management and press the big green button.



Once you do that, you will start the draw wizard. Just keep following the wizard and the system will automatically draw the winners and the consolations prizes for you.

Once you got a winners list, you can press the button to start the mailing. First, we will mail the winners, and then, we will mail the consolation prize winners and the rest of the participants.

Remember you can change these emails on the settings. Check above for more details.

Once the draw is done, the contest is officially over.

You may now create a new contest… or do nothing else.

… Configure the Facebook

I've made a very simply and understandable video guide, where you can see how can you easily configure the Facebook Integration. Keep in mind that this is an easy procedure, but may be a little complex.

You can see the video on YouTube here:

http://www.youtube.com/watch?v=nhPPps9F1LY.

If you have any problems with this configuration, feel free to contact me.